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Overview

Introduction The FAACS security table controls access to the FAACS master file. Generally, the security function is reserved for the Department of Accounts. However, selected agency FAACS security officers are empowered to reset passwords for agency staff as needed. This topic provides procedures for agency FAACS security officers that have been granted access to the FAACS security table and are authorized to reset passwords.
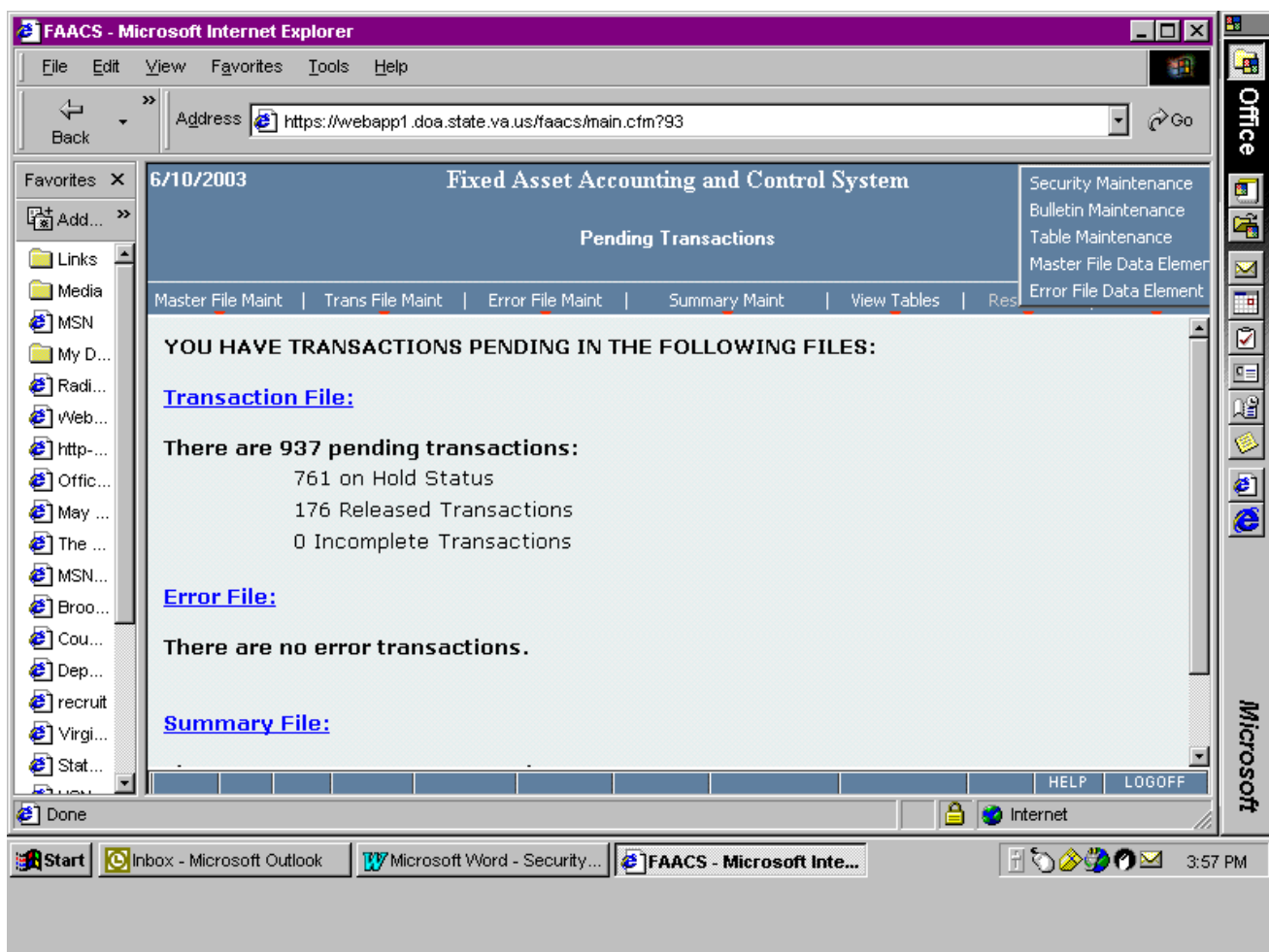
Procedures

FAACS Security Table

The FAACS security table is accessed from the **Restricted** option on the navigation bar. If authorized to reset passwords for agency personnel, you will be able to access the security table. If you are not authorized to perform this function, you will not be able to access the table.

After choosing Restricted from the navigation bar, select **Security Maintenance**.

Procedures, Continued

FAACS Security Table continued

This will bring you to the FAACS security table. The only table records that will be available will be those that you have authority to maintain.

The record that needs to be updated should be brought up on the screen. This may be accomplished by either keying in the appropriate **USER ID** and clicking on the **VIEW** action button or by scrolling using the **PREVIOUS** or **NEXT** action buttons.

Then click on **EDIT**. Reset the password using a reasonable and consistent methodology. For example, you could reset the password using the user id as the password. Then reset the violation counter to zero. Then click on **ACCEPT**.

Inform the user of the new, reset password. Direct the user to change the password so that only the user will know the password.

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